

**BY ORDER OF THE COMMANDER  
59TH MEDICAL WING**

**59TH MEDICAL WING INSTRUCTION 44-174**

**7 JANUARY 2014**



*Incorporating Change 1, 22 January 2014*

*Certified Current 01 March 2016*

**Medical Operations**

**EXCUSE SLIP**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Lt Col James Shield)

Pages: 3

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This instruction implements Air Force Policy Directive 44-1, *Medical Operations*. This instruction describes the proper completion and submission of 59th Medical Wing (MDW) Form 903, *Excuse Slip*. This instruction applies to all personnel assigned, attached or under contract to the 59th Medical Wing. This instruction does not apply to the Air National Guard or Air Force Reserve. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule.

**SUMMARY OF CHANGES**

Changed name of 59 MDW Form 903, *Excuse Slip*.

**1. Overview.** The purpose of 59 MDW Form 903, *Excuse Slip* is to document the reason a child/student missed a day or portion of time from school; due to medical reasons.

**2. Personnel Responsibilities.** Staff pediatricians, pediatric residents, and clerks use 59 MDW Form 903. The physician ensures that all students receive the excuse form. Clerk personnel are responsible to ensure 59 MDW Form 903 is filled out completely and accurately.

**3. Forms Submission.** 59 MDW Form 903 is submitted to the student's school office.

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Chief of the Medical Staff, 59 MDW

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFPD 44-1, *Medical Operations*, 1 September 1999

***Prescribed Form***

59 MDW Form 903, *Excuse Slip*

***Adopted Form***

AF Form 847, *Recommendation for Change of Publication*

***Acronyms and Abbreviations***

**IAW**—In Accordance With

**MDW**—Medical Wing